

KHRIS KHRONICLE

KEEPING KENTUCKY EMPLOYEES CONNECTED

The Personnel Cabinet publishes this newsletter monthly to provide information regarding the implementation of the Kentucky Human Resource Information System (KHRIS).

Issue 5

<http://personnel.ky.gov/persadmin/khris/>

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KHRIS Launch Update

As you may have already heard, the Personnel Cabinet will not launch KHRIS (Kentucky Human Resource Information System) on March 31, 2009. This temporary delay will allow the KHRIS teams to ensure that all reviews and updates for the project plan are appropriately carried out and that all users are prepared for a smooth transition.

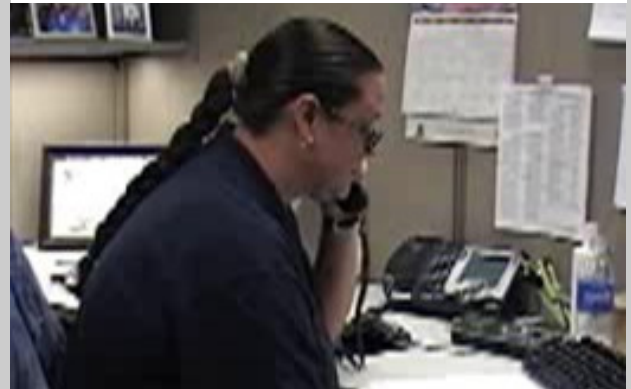
The KHRIS team is working with agencies and their leadership to assist with determining a new launch date. The postponement will also provide ample time to provide the knowledge and training needed for users to be successful in using KHRIS. The new launch date will be announced and shared with all users. Please watch for future updates.



Running Time: 00:02:20

Click Here to watch:

http://www.youtube.com/watch?v=6ECCKcYA_ml



Experience the frustration of a state employee who tries to change her home address on file in *Change of Address*.

Test Your Knowledge

1) What is ESS?

- A. Electronic Static Sensor
- B. Employee Self Service
- C. Established Synchronized System



2) What is a BPP?

- A. A gas station
- B. Better People Planning
- C. Business Process Procedure

3) You will continue to get a printed paycheck stub after KHRIS goes live.

True

False

4) Your manager will be able to access your banking information using Manager Self Service (MSS).

True

Thank You!



My sincere appreciation goes to everyone at the Personnel Cabinet, IBM and all the agencies who have worked so hard to make KHRIS a soon-to-be reality! You have all done a GREAT JOB!

Nikki Jackson
Secretary, Personnel Cabinet

Answers: 1) B, 2) C, 3) True, 4) False.

Who Will Be Using KHRIS?



The basic user types for KHRIS are:

Super User – The super users are those employees in the Personnel Cabinet

who will be using KHRIS daily for HR, Payroll and Benefit activities.

Primary User--The primary users are those employees in the agencies who will be using KHRIS daily for HR, Payroll and Benefit activities.

Secondary User--Secondary users are those employees in the agencies who will use KHRIS minimally or for view purposes only to perform the functions they are responsible to complete in their daily jobs.

ESS User – Employee Self Service (ESS) users are employees who will be using the self service web portal (Self Service Center) to maintain some of their personal information. ESS users represent the largest user group but will require minimal training. These users will also encompass non-commonwealth paid employees, the largest group of KHRIS Self Service Center users, who will need access to their benefits information.

MSS User – Manager Self Service (MSS) users are state employees in a supervisory role who will be using the self service portal to help manage their employees. MSS activities include functions such as reviewing timesheets and leave approval.

Did You Know...

You already have your PIN (Personal Identification Number) for KHRIS. It is your Employee ID (Emp. ID) on the top row in the center of your current paycheck stub.

KHRIS Self-Service Center will be available 24 hours a day, 7 days a week if you have Internet access!

The personnel form today known as a P-1 will be replaced by a PAN (Personnel Action Notification).



Training Update

ESS/MSS Users

Training for employees on Employee Self-Service and Manager Self-Service (ESS & MSS) will be provided by and take place within each individual agency. Your agency will contact you with the details.

Primary User

The KHRIS Training Team is currently working on a new schedule to accommodate the primary users whose originally scheduled classes were cancelled due to the postponement of the go live date. A Primary user is an employee in an agency who will be using KHRIS daily for human resource, payroll and benefit activities. Also, the team will offer additional classes for primary users who did not complete the course requirements or want a refresher in a particular area.

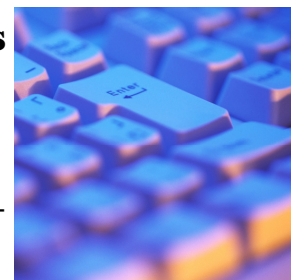
At this time, the date classes will resume is not available. However, the new schedule and participant names will be provided to your Agency Implementation Leads in a sufficient amount of time to adequately complete the registration process.

Secondary User

These users will be trained by the “primary users” in their agencies.

Basic Computer Skills

If you have been considering brushing up on your computer skills, you may find Governmental Services Center's (GSC) Web site helpful.



Go to

<http://personnel.ky.gov/gsc/elearning/compttrain.htm>.

If you have questions about KHRIS in your agency...



The Agency Implementation Leads (AIL's) have served an important role in the development of KHRIS by representing agency requirements and business functions. They have participated in regular meetings as part of the extended KHRIS project team and can provide information for you if you would like to know more about KHRIS from an agency perspective. We would like to thank the AIL's for all their hard work and participation!!!



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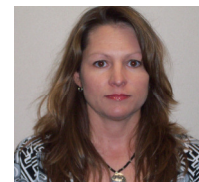
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For More Information

To learn more about KHRIS and its implementation, please visit the KHRIS link on the Personnel Cabinet Web site at <http://personnel.ky.gov/programs/khris>. If you have any comments or suggestions regarding the KHRIS Chronicle, please contact the KHRIS Team at PERS.KHRIShelpdesk@ky.gov.